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Training

COMBAT ARMS TRAINING

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This instruction implements AFD 36-22, Military Training, and establishes policy, procedures, and methods of scheduling ground weapons training and gives the Combat Arms Training and Maintenance (CATM) Section, 82d Security Police Squadron (82 SPS/SPTC), authority to approve scheduling and cancellation requests for such training. IAW AFI 36-2226 and AFMAN 36-2227, Vols. 1, 2, and 3, the installation commander is ultimately responsible for the ground weapons training. At this installation, authority has been delegated to the CATM section to carry out this training. This instruction pertains to all units and individuals requiring weapons training by the CATM section. This instruction does not apply to geographically separated units.

Summary of Changes

Changes Office of Primary Responsibility (OPR) to 82 SPS/SPTC. Incorporates all changes in STRW Regulation 50-14, Change 1, dated 1 December 1994. Chapter 2 was rewritten to reflect changes in arming categories of several units and the addition of others. Changes class start time to 0730.

1. Training Requirements.

1.1. Commanders of organizations requiring ground weapons training for other than Permanent Change of Station (PCS) requirements will appoint training/scheduling officers or noncommissioned officers (NCOs) and alternates. All combat arms training will be scheduled by these individuals. Training/scheduling officers or NCOs will be the CATM section's points of contact for all ground weapons training requirements and cancellations.

1.2. All scheduled training is the responsibility of the organizational training/scheduling officer or NCO. Upon receipt of Annual Training Requirements Worksheet from CATM, the organization training/scheduling officer or NCO will submit the unit's annual ground weapons training requirements to the CATM section no later than 1 October of each calendar year. The CATM section will use this information along with quarterly forecasts to determine monthly allocations for the unit.

1.3. Organizations are responsible for ensuring that training quotas are filled as allotted or canceled. Organizations that are allocated slots and are unable to fill all of those slots must contact the CATM section. This ensures those excess slots are available to units having a need to receive training slots that are in a lower priority, as listed in paragraph 2 below.

1.4. Cancellation of training will be at the discretion of the noncommissioned officer in charge (NCOIC), CATM section. Upon careful examination of the facts, the CATM NCOIC will determine whether the cancellation has significant impact on a unit's readiness or a person's pending departure. Upon cancellation, CATM will notify the affected unit and will reschedule the individual(s). Some of the reasons for cancellation include, but are not limited to:

1.4.1. Extreme weather conditions.

1.4.2. Munitions shortages.

1.4.3. Other mission requirements.

2. Training Priorities.

2.1. If at all possible, all training requests will be approved and the training conducted. However, if there are insufficient training slots available, the following priority list will be used to assign training dates. AFSCs are grouped in arming categories (Group A, B, or C) as listed in AFI 36-22262.1.1. **FIRST PRIORITY** (Group "A" personnel): Individuals that are armed daily in the performance of their duties (i.e., Security Police, AFOSI, Combat Arms Instructors).

2.1.2. **SECOND PRIORITY**: Any prior service personnel with an Assignment Instruction Code (AIC) attached to a PCS assignment that requires them to receive weapons training. Nonprior Service personnel completing their AFSC awarding technical training for the first time are not required to receive weapons training prior to PCSing.

2.1.3. **THIRD PRIORITY** (Group "B" personnel): Personnel with a potential for armed conflict in the accomplishment of their wartime operational mission (Security Police Augmentees, Civil Engineer PRIME BEEF personnel, technical instructors required to be armed to protect Air Force Resources).

2.1.4. **FOURTH PRIORITY** (Group "C" personnel): Individuals with a low arming potential. All personnel not mentioned in 2.1.1 and 2.1.3 above fall into this category.

2.2. Any emergency or unusual training requirements needing a higher priority can be presented to the CATM NCOIC for approval.

2.3. Training/scheduling officers or NCOs who are unsure of their unit's arming category should call the CATM section at 6-2251 or 6-6607 for assistance.

3. Training Curriculum.

3.1. All classes will start at 0730 unless special arrangements have been made to start at a different time.

3.2. Tardiness is not condoned. If an individual arrives after class start time, a late for training letter will be sent to the individual's organization. When this letter is received, it must be endorsed by the squadron first sergeant or higher, and returned to the CATM section.

4. No-Show Procedures.

4.1. No-shows are a serious matter. A member failing to report for ground weapons training could significantly impact their unit's state of readiness. This creates an administrative workload for the unit training/scheduling officers and NCOs. No-show letters will be sent to the commanders of individuals who fail to report for scheduled training. Rescheduling of these individuals will not be accomplished until an endorsement to the no-show letter has been received by the CATM section.

4.2. The CATM section is responsible for submitting no-show reports to unit commanders through the Commander, 82d Security Police Squadron. When a squadron's show rate drops below 90% for the quarter, the installation commander is notified.

4.3. The no-show letter must be endorsed/signed by the squadron section commander or above. Additionally, the following information must be included in the endorsement:

4.3.1. Reason for the no-show.

4.3.2. Action taken to prevent recurrence.

4.3.3. If the member still requires training.

4.4. Once the CATM section receives the endorsement, the unit training/scheduling officer or NCO may reschedule the individual.

4.5. All no-show or tardiness letters not meeting the suspense dates will be forwarded to the Commander, 82d Security Police Squadron, and if necessary to the installation commander.

5. Unit Initiated Cancellation of Allocation.

5.1. If a person has a conflicting appointment, the individual must notify their training/scheduling officer or NCO. If the unit training/scheduling officer or NCO makes the determination that weapons training should be changed, he/she must notify the CATM section at least one duty day prior to the scheduled class(es). If a cancellation is made within one duty day prior to the training day, the squadron training/scheduling officer or NCO will advise the CATM section of a pending no-show and follow-up with a letter stating the reason for the short notice cancellation. This will help maximize range utilization and cut down on last minute changes.

5.2. If a situation arises that does not allow cancellation of a training slot prior to the scheduled class, the unit training/scheduling officer or NCO should contact the CATM section as soon as possible. The NCOIC of CATM may authorize no-notice cancellations. If a no-notice cancellation is authorized, the unit training/scheduling officer or NCO must follow-up with a letter to allow the CATM section to track these cancellations. Acceptable reasons for no-notice cancellations include, but are not limited to the following:

5.2.1. Medical (i.e., individual went to medical or dental sick call).

5.2.2. Emergency Leave.

5.2.3. Emergency duty requirements.

6. Training Allocations.

6.1. CATM will provide a quarterly schedule of all classes to all units that request training. The schedule will include the number of training slots that each unit received per class. The allocated training slots will be filled and the name, rank, squadron, and reason for training sent to CATM. These listings should arrive by the 25th day of the month preceding the scheduled month. If CATM doesn't receive the listing within five duty days of the scheduled class, the slots may be allocated to other units.

6.2. The annual training requirement will be broken down into ten months of training, leaving the two remaining months for make-ups and unforeseen cancellations.

STEVEN J. DEHAVEN, Colonel, USAF
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